



Accounting Manager
Financial Management Division
Recruitment # 2006-10-5207

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification	WMS Band 2
Type of Position:	Permanent
Monthly Salary Range:	Up to \$5,836 per month
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	October 2, 2006
Closing Date:	Open until filled. To ensure consideration for initial screening please submit applications by October 27, 2006 .
Location:	Natural Resources Building, Olympia, WA

POSITION PROFILE

This position manages the agency's central accounting function. The accounting manager works collaboratively with executive management, division and region managers, regional accounting staff and other state governmental managers. This position plans, organizes, directs and supervises multiple financial functions within the division to ensure the department correctly accounts for and reports all financial transactions in accordance with generally accepted accounting principles and state regulations. This position provides accounting expertise for complex financial issues within the agency. The accounting manager provides consultative services to agency management statewide on a variety of financial and accounting issues.

With a staff of 13, the accounting manager plans, coordinates and facilitates the agency accounting functions, which include the following areas of responsibility:

- Payroll, accounts payable and accounts receivable;
- Agency chart of accounts;
- Development of the agency's indirect cost plan;
- Development and implementation of agency accounting policies and procedures;
- Oversight of Federal and local grant accounting;
- Oversight of fiscal year and biennium closing, including preparation of financial disclosure statements;
- Principle link between the agency and the state Office of Financial Management, the State Treasurer's Office and the State Auditor's Office. Will be the agency point of contact for the financial portions of the State Roadmap initiative.

There is considerable decentralization of DNR's accounting function throughout the state. While this position has responsibility for the quality and accuracy of all financial information, it does not, however control all of the financial

personnel involved in achieving this accountability. The accounting manager must achieve this accountability through sensitive and critical communication skills.

THE IDEAL CANDIDATE WILL POSSESS

- A bachelor's degree in accounting, finance or business administration. Preference may be given for an advanced degree or CPA license;
- Five years financial management experience, preferably in a government setting;
- Five years of experience at a management or supervisory level;
- Expert knowledge of laws, rules and best practices and principles governing financial management and accounting;
- Knowledge of audit, compliance and internal control procedures;
- Demonstrated ability recognizing and resolving complex issues;
- Knowledge of statewide accounting systems.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A detailed resume which includes employment history.
- Name, address and telephone numbers for three employment references.

The agency requests your voluntary completion of our online [Applicant Profile Questionnaire](#).

The first screening will be based on information contained in your letter of interest and your resume

Submit all materials to:	
E-Mail: (preferred Method) DNRrecruiting@wadnr.gov	US Mail: Department of Natural Resources Human Resources Division PO Box 47033 Olympia, WA 98504-7033

Please indicate Accounting Manager # 2006-10-5207 in the subject line of your e-mail.

Questions? Please contact Jim Morgan at (360) 902-1260 or e-mail us at DNRrecruiting@wadnr.gov.

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